# **Public Mining Claims Claim Name/Number Index Report**

**Menu Option:** Pub MC Claim Name/Number Index

**Purpose:** This index is used to find claim information by claim name and/or number. The report includes the geographic state (geo state), claim name/number, serial number, lead serial number, claimant(s), and geographic information, i.e., meridian, township, range, section, and subdivision, and county. It also includes the location date, and case closed date if applicable. There are two views for this report: By Claim Name and By County.

**Selection Criteria:** The criteria input for the report is found in Lands & Mineral System Report, under the Public Mining Claims Reports section. There is a combination of mandatory and optional criteria.

The mandatory criterion include administrative state, claim name or number, and case disposition.

Optional criterion are geographic state, county, district office, field office or administrative agency.

**Note:** To retrieve a listing by claim name for all claims in a particular county, district office or field office, select the appropriate admin state from the list. Then click on the down arrow next to county and a drop down list will display all of the counties within the admin state. You may select one or multiples by clicking into the small box before the county name.

Choose your selection criterion carefully. Asking for too much information (e.g., all claims in your state) can tie up the LR2000 system, your own computer, and the printer for a long period of time.

#### **Procedure:**

1. Select **Pub MC Claim Name/Number Index** from the reporting menu.

Public Mining Claims Reports				
Pub MC Action Code				
Pub MC Claim Name/Number Index	1			
Pub MC Customer Info Rpt				
Pub MC Geo				

Please notice that the required criterion is indicated with an asterisk.

#### Identify the Mandatory Information:

	Instructions: Please Choose Criteria	a To Filter:					
	Asterisk (*) indicates Mandatory Criteria.						
	Type one or more letters of the Claim Name (must be in UPPER CASE). Use a semicolon (;) to separate Claim Names.						
	Then choose from any of the Optional Criteria.						
Click OK to run the report.							
		(All Column Values)					
		contains anySelect Value ▼					
		☐ (All Column Values) ☐ ACTIVE ☐ CLOSED ☐ PENDING					
	Geo State	Select Value ▼					
	County:	Select Value ▼					
	District Office Select Value ▼						
	Field OfficeSelect Value ▼						
	Admin Agency	Select Value ▼					
	Admin Agency Code	begins with −Select Value  OK Reset ▼  Refresh					

- 2. \*Admin State: Select one or more from the list, or select "All Column Values".
- 3. \* Claim Name/Number: Using CAPITAL letters, enter a portion of the claim name or number. For example to find the HOPE MINE, enter:

HOPE (you will receive all the claim name/numbers beginning with HOPE)

HOPE MINE (you will receive all claim name/numbers beginning with HOPE MINE)

4. \* Disposition: Select one or more from the list, or select "All Column Values".

### Identify the Optional Information:

5. **Geo State:** You must first select the admin state(s). When the admin state has been selected, only the geographical states associated with the administrative state appear in the list of Geo States. If the admin state has not been selected yet, all states appear in the selection box.

Click on the drop down arrow to see the list of geo states. Select one or more from the list, or leave the selection as "All Columns Values" (default).



You may also enter the geo state(s) directly into the criteria box. Geo states are entered as two character code and must be in all CAPITAL letters, e.g., MT = Montana. Multiples may be entered with a semi-colon and no space, e.g., MT;SD (Montana and South Dakota).

6. **County:** You must first select the admin state(s). This will narrow to one or more specific counties for the admin state(s) selected.



Click on the drop down arrow to see the list for county. Select one or more from the list, or leave the selection as "All Columns Values" (default).

7. **District Office:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of district offices. Select one or more from the list, or leave the selection as "All Columns Values" (default).

District OfficeSelect Value	•
-----------------------------	---

8. **Field Office:** The values displayed in the selection box are based on the selected administrative state(s) and district office(s). Click on the drop down arrow to see the list of field offices. Select one or more from the list, or leave the selection as "All Columns Values" (default).

Field Office	Select Value	•

9. **Admin Agency:** The values displayed in the selection box are based on the selected administrative state(s). Click on the drop down arrow to see the list of administrative agencies. Select one or more from the list, or leave the selection as "All Columns Values" (default).



10. Admin Agency Code: Click the dropdown for Admin Agency Code. Select the Admin Agency Code value from the list box, or enter it into the text box. Use the More/Search option to view all Admin Agency Codes. Refer to Reference Codes if needed

### **Process Report:**

11. After selecting all criterion, click **OK** to process this report. You may also reset the criterion by clicking on the down arrow next to Reset. Select either Reset to default values, or Clear All.



12. When processing has completed, there are three views for this report. The default view displays the information by Claim Name.

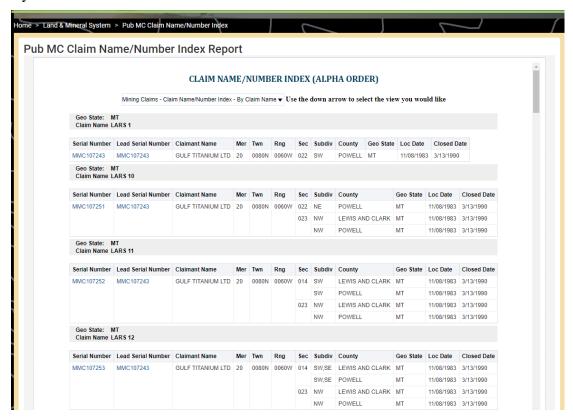
Mining Claims - Claim Name/Number Index - By Claim Name • Use the down arrow to select the view you would like

To view the other views, click on the down arrow to select a different view. The available views are By Claim Name, By County, or Banner Page.

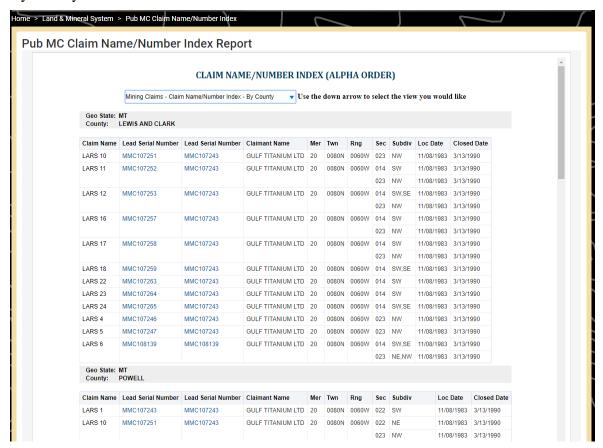
### Pub MC Claim Name/Number Index Report



### By Claim Name:



### By County:



### Banner Page:

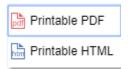


The Banner Page displays the criterion used for the report.

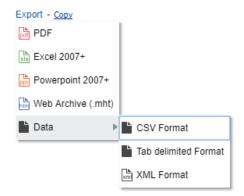
At the bottom of each view, there are several options to choose:

Return - Refresh - Print - Export -

- Return Returns to the criteria page.
- Refresh This will process the report again and refresh the data that is displayed.
- Print Allows you to print this report to .pdf format, or HTML format.



• Export – Allows you to export the data to various formats:

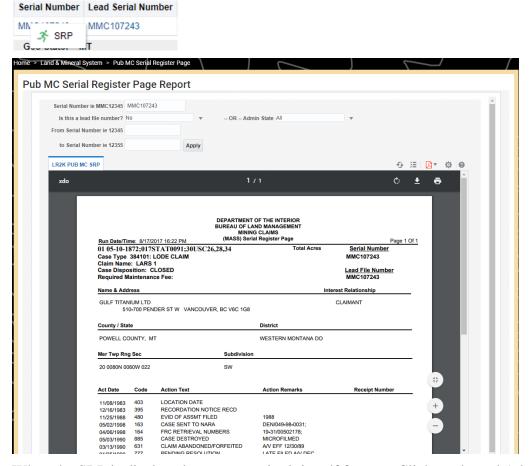


### Links to Serial Register Page (SRP)

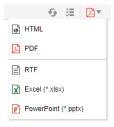
When the results of the report are displayed, the Serial Number and Lead Serial Numbers are displayed in blue. This indicates there is a direct link to the Serial Register Page for the particular Serial Number or Lead Serial Number. If the Lead Serial Number is selected, it will link directly to the Lead Serial Number and all associated Serial Numbers. This is only accessible in the report display. Once the document is converted to .pdf or Excel the link is not available.

To go to the SRP – click on a Serial Number or Lead Serial Number. Then click on the "SRP" link. Please be patient. It may take some time for the SRP to load. The SRP will be displayed

in a new page. You will notice tabs at the top of the screen that allows you to return to the report after viewing the SRP.



When the SRP is displayed, you may print it in pdf format. Click on the red Adobe icon in the upper right corner. Several options are available, but pdf is recommended.



## Print Report:

Hover the cursor into the upper right corner. You will see the printer icon which allows you to print this SRP in hard copy or save to a pdf file.

You may close this new page to return to the results of the report.

